

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 20985 I
Opening Date: 03/05/2010
Closing Date: 03/09/2010

Correctional Records Technician 2

\$2957 - \$3869 per month (Range 44) Plus Great Benefits!

Agency Information

The Department of Corrections is seeking two highly motivated and qualified individuals to fill two Correctional Records Technician 2 positions located at the Washington State Penitentiary located in Walla Walla, Washington.

The Washington State Department of Corrections (DOC) offers many exciting and rewarding career opportunities. Whether the work is inside a prison, in community corrections or in an administrative office, DOC's professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society. For more information visit www.doc.wa.gov.

Washington's 15 prisons provide DOC employees the opportunity to work and live in the most interesting and varied landscapes in the country. Some facilities offer small-town communities in rolling agricultural hills or in deep forests with great outdoor recreational opportunities. Others are located in or near vibrant cities that offer exciting nightlife, interesting and ground-breaking cultural scenes and innovative economic development. For more information on Washington State visit <http://access.wa.gov/living/index.aspx>.

DOC Mission Statement
"The mission of DOC is to improve public safety."

Duties

The Records Units are tasked by the agency to be the custodian of the offender records. This position is responsible to enter, audit, and/or ensure the quality control of offender sentence structure information to be in compliance with state and federal laws, Superior Court sanctions, and agency policies and process, verify, maintain accurate offender Criminal History Record Information provided by criminal justice agencies. Additionally, this position will help manage a correctional records office, train staff on the use of offender databases; application of Public Disclosure Laws (RCW 42.17), Criminal History Records Information Laws (RCW 10.97) and implementation or revision of operational responsibilities resulting from changes in law, court decisions, administrative regulations, departmental policy and will supervise office support staff to include the completion of their expectations and performance and development plans.

Verify identification of offenders to law enforcement through pictures, fingerprints, and other physical data. Verifies electronic data base information against source documents and resolves problems that relate to the offender sentence.

Qualifications

Desirable Qualifications:

Four years of experience maintaining or processing offender records in a governmental law enforcement office, court setting or an adult correctional agency.

College level course work in criminal justice, business administration, accounting, social science or a related field will substitute, year for year, for up to two years of experience.

Note: Offender records are defined as records containing certified copies of the original documents relating to the offenders crime and sentence.

Offender records are not property files, grievance files, administrative files, treatment files, sluff files, parole files, counselor files, or custody files.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

Tuberculosis (TB) is a priority health issue for DOC employees, Periodic skin tests are required for all custody staff who are assigned to health care posts and those who transport known/suspected TB patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All Department of Corrections' employees are fingerprinted for a criminal history background check. Pre-employment process will include drug screening.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; education benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity. For more information of these Core Competencies, please email aaponti@DOC1.WA.GOV.

LOCAL AND JOB SPECIFIC COMPETENCIES

Observation, Technology, Stress Tolerance, Professional Standards, Adaptability.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment email aaponti@DOC1.WA.GOV or call (509) 524-7643.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.

3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020985* and click on Start Search.
5. Click on the link Correctional Records Technician 2, Walla Walla, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.